

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

840 - CENTER ON CULTURAL COMPETENCY

1.1.008	4169	GENERAL CORRESPONDENCE	1	1	O	O	PAPER, ELECTRONIC
1.1.043	4170	TRAINING MATERIALS	US+1	US+1	O	O	
1.1.057	4174	TRANSITORY INFORMATION	AC	AC	O	O	PAPER, ELECTRONIC AC=PURPOSE OF RECORD HAS BEEN FULFILLED
3.1.019	4171	PERFORMANCE JOURNALS	2	2	O	P	MAY CONTAIN CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.3	4172	TRAINING SUPPORT DOCUMENTATION	AC+5	AC+5	O	O	PAPER, ELECTRONIC / AC=COMPLETION OF CLASS
3.3.023	4173	TRAVEL AUTHORIZATION REQUESTS	FE+3	FE+3	O	P	

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X